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11 JUL 1962

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JUST	22	NEXT REV	2010	AUTH	70-2

MEMORANDUM FOR: Acting Deputy Director of Security (PPS)

SUBJECT: Monthly Report of Activities - June 1962

1. The following is the summary of correspondence traffic handled by this Office during the month of June 1962:

DOCUMENT RECEIPT AND DISTRIBUTION:JUNECables

a. Incoming Total		687
OS Action	92	
OS Interest	595	
b. Outgoing Total		362
OS Orig.	22	
FS Orig.	2	
OS Coord.	101	
OS Info.	237	
TOTAL PROCESSED		1,049

Dispatches

a. Incoming Total		230
OS Action	7	
OS Interest	223	
b. Outgoing Total		82
OS Orig.	33	
FS Orig.	8	
OS Coord.	28	
OS Info.	13	
TOTAL PROCESSED		312

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		862
Total Communications Processed		2,223

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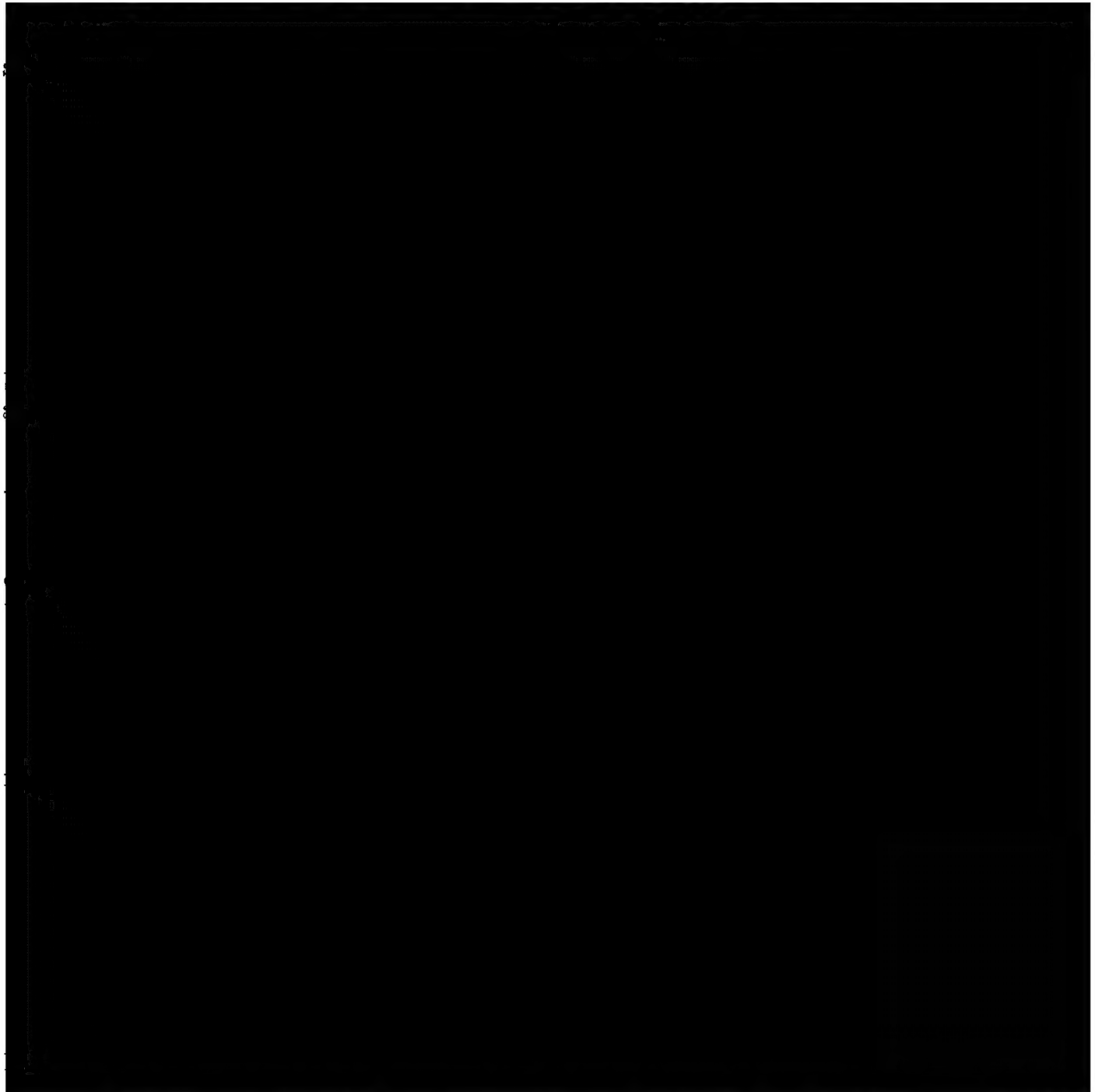
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9. During this period this Office held a seminar on the preparation of dispatches which was attended by approximately 35 professional and secretarial employees from the Office of Security. It is felt that the information provided at this meeting will result in more accurate dispatch preparation by the Office of Security.

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Special Assistant, Foreign Support

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3			
4			
5			
6			
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